

REPORT OF WATER RIGHT CONVEYANCE REVIEW CHECKLIST

WATER RIGHT # _____ **CHANGE # (PENDING/APPROVED)** _____
Date Mail Logged: _____ **Date Received Complete:** _____
Type of ROC: _____ **Type of Payment Returned:** _____
Reviewed by: _____ **Reviewed Date:** _____

Criteria	Correct		Required Corrections
	Yes	No	
Section A: (1st Conveyance Summary) * Grantor (Same person shown to be owner of record on the Divisions of Water Rights Database or Decree/ Proposed Determination ownership * Grantee(s) (New owner / owner in transit) Usually the last grantee in the chain of title would be the new owner. (Sometimes the professionals complete the chain of title backwards. Hint: Look at the date of the deeds) * Mailing Address			
Section B (100% and Portions). * New Owner must sign the ROC as the preparer or identify the professional that was retained. * If a professional was retained to prepare the ROC they too must sign the ROC as the preparer. A professional must be retained if appurtenancy needs to be established. (Authorized Professionals: Attorney, Engineer, Title Insurance Agent, or Land Surveyor)			
Supporting Documentation The deeds / Assignments / Affidavits have been submitted with the ROC.			
Maps If <i>any</i> of the deeds fail to mention the Water Right Number a map must be submitted to establish appurtenancy.			
ROC's based on Portions * New Owner(s) needs to sign under Section B. * Mailing Address of the new owner. * Beneficial Uses will need to be listed, shown in acre-foot, Cubic feet per second, or percentages. * Diversion Limit. * <i>Only if a Change Application has been filed*</i> * Beneficial Uses will need to be listed, shown in acre-foot, Cubic feet per second, or percentages.			
Filing fee submitted?			
Water Right Number listed on ROC?			

Comments:
